

Intell. 9

[redacted] 1250-74
6 SEP 1974

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MEMORANDUM FOR: Deputy to DCI for the Intelligence Community
Chairman, COMIREX
Director of Development and Engineering

SUBJECT : Establishment of a Steering Group for the
COMIREX Automated Management System (CAMS)

REFERENCE : Memo fm DCI to DDA, dtd 23 Aug 74, Subject:
Financial Guidance for 1975 and 1976
[redacted]

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1. Reference directs [redacted] to assume responsibility for performing system studies and follow-on work in support of COMIREX. Part of the directive is as follows: "The DCI has requested that a steering group be set up, with [redacted] as chairman, composed of COMIREX, OD&E and the IC Staff to assist [redacted] in achieving the general Community objectives of the COMIREX program." Accordingly, I have drafted terms of reference for the steering group which are attached.

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2. Please let me know who will represent you on the steering group. The first meeting of the group will be held on 11 September 1974 at 2:00 p.m. in Room 2 E-29. The proposed terms of reference will be discussed, and we will receive a briefing from the project team.

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[redacted]
HARRY E. FITZWATER
Director of Joint Computer Support

Attachment: Terms of Reference

DRAFT TERMS OF REFERENCE

Steering Group for CAMS Project

1. Purpose

At the direction of the DCI, a steering group for the CAMS project is established to "assist [] in achieving the general community objectives of the COMIREX program." The steering group will also provide the DDCI/IC, Chairman, COMIREX, and the D/OD&E with timely reports on the program so that their related activities will be properly coordinated. The steering group will address questions or project scheduling, software and hardware requirements, and problems brought to its attention by its members and the project team.

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2. Composition of the Steering Group

Membership of the Steering Group will consist of:

Chairman: Director of Joint Computer Support
_____, IC Staff
_____, COMIREX
_____, OD&E

The membership can be augmented as required to deal with special problems. In particular, the Director of the SHIP project, NPIC, will be invited from time to time as an observer.

3. Schedule of Meetings

The steering group will meet at least monthly at the direction of the chairman. Members of the group may request special meetings as the need arises.

4. Conduct of Meetings

The [] project leader will present a status report to include progress since the last meeting, problems, and plans. The project leader will distribute any material he believes relevant to the panel at least five days prior to the meeting at which the material will be discussed. The chairman will prepare and distribute minutes of each meeting which will include project status, problems, and action items for members of the group and the project leader.

5. Review of Steering Group Activities

At the completion of Phase I (requirements study), the composition and scope of the steering group will be reviewed.

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